

13 August 1975

MEMORANDUM FOR: ~~Director of Personnel~~SUBJECT: *official* Management Reports Generated in ~~DD/Pers/R&P~~ *Planned and Planned*

1. In response to  request, the following management reports are prepared in DD/Pers/R&P.

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<u>Type of Report</u>	<u>Addressee</u>	<u>Frequency</u>
Program Call and Annual Report	D/Pers	Yearly
Advance Staffing Plan	D/Pers	Yearly
Objectives	D/Pers	Yearly
Listing of Summer Only Employees	D/Pers, DCI	Yearly
Summer Only Annual Report	D/Pers, DD's, DCI	Yearly
Annual Co-op Report for the Civil Service Commission	CSC	Yearly
Summary of Summer Intern Critiques	D/Pers, DDA, DCI	Yearly
Affirmative Action Plan for Employment and Advancement of the Handicapped	D/Pers, CSC	Yearly
Report of Affirmative Action Program Plan on Employment of the Handicapped	D/Pers, CSC	Yearly
Affirmative Action Plan for Employment and Advancement of Disabled Veterans	D/Pers, CSC	Yearly
Clerical EOD Schedule	Security, OMS	Semi-annual

<u>Type of Report</u>	<u>Addressee</u>	<u>Frequency</u>	
Quarterly Recruitment Report	D/Pers	Quarterly	
Quarterly Status Report, Hispanic-American Applicants	D/Pers, <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>	Quarterly	STAT
Report of Separations GS-12 & Above -- Staff Employees	D/Pers, DDA	Quarterly	
Monthly Status Report on Women Professional/Technical Applicants	D/Pers, FWPC	Monthly	
Monthly Status Report on Black Professional/Technical Applicants	D/Pers, DDA, D/EEO	Monthly	
Monthly Activity Report	D/Pers, DDA	Monthly	
DD/Pers/R&P Weekly Report	D/Pers	Weekly	
DD/Pers/R&P Daily Report	D/Pers	Daily	
Vacancy Notices	Agency-wide	As needed	STAT

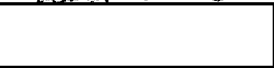
2. Since the MPB report contains forty-three entries, it is attached.

Chief, Staff Personnel Division

Attachment



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When I have a ~~small~~ I  
reaction using it. Also, on  
 there may be others  
that should be deleted.

120  
15 AUG 1978

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